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Municipality/Organization: City of Dover, NH

EPA NPDES Permit Number: NHR041037

MaDEP Transmittal Number: W-

**Annual Report Number
& Reporting Period:** No. 3 March 05 – March 06

05/02/06

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Dean Peschel **Title:** Environmental Project Manager

Telephone #: (603) 516-6094 **Email:** dean.peschel@ci.dover.nh.us

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: 

Printed Name: J. Michael Joyal

Title: City Manager

Date: April 28, 2006

Part II. Self-Assessment

The City of Dover continues to implement the identified tasks in its Stormwater Phase II NPDES minimum control measures. Dover has completed mapping the stormwater system which was initiated prior to the NPDES permit.

The City held one Household Hazardous Waste Collection Day for Dover residents in September. This year's collection included the Towns of Nottingham and Rollinsford as well as previous year participants the Towns of Madbury and Lee.

Dover's recycling program includes weekly curbside pick up as well the operation of a recycling center. The recycling center accepts many items including waste oil, white goods, tires, metal, C & D material, yard waste, computer monitors, Freon containing appliances, used antifreeze and mercury containing items to reduce the waste stream and prevent the release of contaminants into the environment.

The City Engineering inspection team continued its inspection of construction sites for temporary erosion control during construction and the implementation of permanent stabilization and run off control measures.

Funding for the catch basin cleaning program was restored in the 2006 budget. Contractors were booked through the end of 2005 which necessitated the City to clean catch basins in the spring of 2006. The contractor is in the process of cleaning catch basins and is expected to clean 800 basins under the current contract. The FY 2007 budget is under consideration by the City Council and includes funding to keep the catch basin cleaning program on schedule per the City's Storm Water Management Plan.

The City partnered with the NH Coastal Program, the NH Department of Environmental Services, and residents of the Morningside Park neighborhood to conduct a pet waste pilot project during the Spring and summer of 2005. An extensive outreach and education effort was made within the neighborhood. Kids at the summer park program in the neighborhood learned about the issue, participated in a logo creation contest, stenciled catch basins and hung door hangers with an educational message about the pet waste issue. The project received great press coverage in the local news paper, and members of the pilot team manned a booth at the annual Apple Harvest Day festival held each September in Downtown handing out literature and talking to visitors about the pet waste issue. The NHDES has provided a matching grant to the City of Dover to implement a City-wide pet waste program in 2006. The city-wide campaign includes a pledge form given to each Dover resident registering a dog. Those signing the pledge agree to clean up and properly dispose of their pet's waste. Each dog owner that signs the pledge will be entered into a drawing in which one lucky dog owner gets a professional family photograph including their pet as a prize. Additional outreach with the Dover Middle school is planned to educate students and the community at large. Additional catch basin stenciling is planned for the spring and summer of 2006.

The Planning Department has reviewed the Phase II regulations and has drafted revisions to the City's ordinances and regulations for adoption. The regulations will add the teeth necessary to enforce compliance on the very few who choose to ignore the conditions of approval for construction projects. It is rare that the City needs to use enforcement action to achieve compliance of construction BMP's or the completion of permanent BMP's. Good communication and regular inspections is sufficient to gain voluntary compliance in 95% of all projects. The draft revisions are currently under review and are expected to be incorporated into the Dover City Code this year.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
A1	Establish Pollution Hotline	Dean Peschel	Trained secretaries who receive calls	Received 1 email to report potential pollution source.	Continue to advertise existence of hotline in Community Notes and on City webpage
Revised		Community Services	Line established Excel spreadsheet developed		
A2	Community Cleanup	Doug Steele	Hold 5 & 6 th annual clean-up	Dover Main Street clean up, Kiwanis May 7 2005	Hold 7 th Dover Pride clean-up day, May 6, 2006
Revised		Community Services			
A3	Educational Video	Seacoast NH Stormwater Coalition	Complete video and show on local access	Video shown on numerous occasions during May 2005	Show video on local access TV.
Revised					
A4	Publish Stormwater information	Community Services	Published articles	Published several items relating to the program in Community Notes Fall 04, Spring 05 Storm Drain Stenciling article in local newspaper Developed webpage devoted to storm water issues on City web site.	Continue to place items in Community Notes and local newspapers. Update web page as needed
Revised					
Revised					
Revised					

1a. Additions

A5	Pet Waste and Storm Water	Dean Peschel NHDES	Lower bacteria levels in unnamed brook	Developed education and outreach plan for pilot project in Garrison neighborhood	Implement city wide plan and measure success

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
B1	Storm Stencil	Community Services	Number completed	Completed stenciling in Garrison School neighborhood in association with pet waste pilot project.	Complete stenciling Summer 06
Revised			Garrison Neighborhood		
B2	Sample outfall and other structures	Community Services	Sampled		Sample outfall behind 94 Spruce Lane
Revised			Great Bay Watch sampled and analyzed storm water outfalls and structures with DPW assistance		
B3	Update Ordinances	Planning Steve Bird	Ordinance facilitate compliance of NPDES regulations	Steve Bird of the Planning Department has reviewed NPDES regulations and existing ordinances. Steve drafted revisions to ordinances	Proposed ordinance revisions for NPDES compliance incorporated into City's ordinances and regulations
Revised					
B4	Establish Citizen Hotline	Community Services	Number of calls	1 email report of potential pollution at outfall behind 94 Spruce Lane	Promote existence of hotline on website and in Community Notes
Revised					
Revised					
Revised					

2a. Additions

B5	Pet Waste Pilot Project	Dean Peschel NHDES	Lower bacteria in surface water	Developed education and outreach plan for pilot project in Garrison school neighborhood	Implement a City wide pet waste program and measure success

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
C1 Revised	Storm water System Mapping	Community Services	Have completed map of system and keep maintained	Began collection of infrastructure condition for storm drain system. Update system map as system grows and is repaired.	Continue collection of infrastructure condition for storm drain system. Update system map as system grows and is repaired.
C2 Revised	Establish Illicit Discharge Program	Community Services	Establish Program and Implement	Removed 4 illicit sewer connections and tied to sanitary sewer	Continue to look for illicit connections and remediate
C3 Revised	Catch Basin Stenciling	Community Services	Same as B1	Same as B1	Same as B1
C4 Revised	Update City Ordinance	Community Services and Planning	Same as B3	Same as B3	Same as B3
C5 Revised	Secure Funding	Community Services	Find funding for programs	Removed four illicit connections from storm water system and connected them to sanitary sewer. Conduct city wide pet waste program with NHDES as partner	Conduct a Watershed plan for Berry Brook. Apply for implementation funding of plan.
Revised					

3a. Additions

C6	Participation in Seacoast Storm Water Coalition – development of NH IDDE Manual	Community Services	Distribution of published manual	Coalition members met several times with consultant to edit NH IDDE manual	Finalize and publish NH IDDE Manual

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
D1	Review and Update Ordinances	Community Services and Planning	Have legal authority to enforce Phase II	Same as B3	Same as B3
Revised					
D2	Develop Inspection Program	Community Services and Planning	Site inspections to ensure compliance of Phase II	Engineering inspector inspects all sites for erosion control daily, weekly	Continue inspection program.
Revised					
D3	Direct Contractors to Educations Materials	Community Services	Better compliance of BMP's	Engineering provides to developers and site contractors at pre-construction conference.	Continue to educate community.
Revised					
D4	Provide City Staff Training	Community Services	Have educated workforce	Staff attended Storm Water training at UNH Innovative Technology Field Lab.	Continue sending staff to educational opportunities regarding storm water.
Revised					
Revised					
Revised					

4a. Additions

5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
E1	Review and Update Ordinances	Community Services and Planning	Have City Ordinances that comply with Phase II requirements	Revisions drafted for City ordinances and regulations.	Review and adopt proposed ordinance revisions. Expect adoption in summer of 2006
Revised					
E2	Develop and Implement O & M Plans for Private Sites	Community Services and Planning	Design and implement program which tracks maintenance	All approved site plans required to submit O & M plans to City and report annually to the City. Incorporate tracking system.	Continue to require O & M plans at new sites and track compliance.
Revised					
E3	Implement Inspection Program	Community Services	Insure BMP are constructed to plan	The Engineering Technician inspects all sites for proper installation of BMP prior to issuance of Certificate of Occupancy	Continue to inspect sites.
Revised					
E4	Review and Update BMP List	Community Services	Maintain BMP list	Challenge design engineers to prepare effective stormwater system designs using appropriate BMP's	Continue.
Revised					
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 3 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 4
F1 Revised	Create Storm Drain Inspection	Community Services	Have a record of system conditions Begin data entry into O & M software program. Received NHDES grant to work on condition survey of Storm Water System.	Continue to develop system and begin field data collection and input to software	Continue to develop system and begin field data collection and input to software
F2 Revised	Implement Inspection Program	Community Services	Collect data useful for prioritization of maintenance	Began inspections while cleaning catch basins	Continue inspections while cleaning catch basins
F3 Revised	Create Street Sweeping Plan	Community Services	Cleaner storm system Implement street sweeping program.	Continue street sweeping program.	Continue street sweeping program.
F4 Revised	Implement Catch Basin Cleaning Program	Community Services	Clean every catch basin once every 4 years	Contracted catch basin cleaning expect completion of 800 basins cleaned	Will contract out catch basin cleaning if successful in receiving funds in FY 07 budget.
F5 Revised	Establishment of Stormwater Utility	Community Services	Reliable funding source for stormwater system	Continue to consider possible development of a Storm Water Utility.	Continue to consider possible development of a Storm Water Utility.
Revised					

6a. Additions

F6	Explore use of salt brine	Community Services	Reduce amount of salt and sand used	Purchased salt brine equipment and will began use in winter 05-06. Lack of storm events limited data collection of salt brine effectiveness study	Measure effectiveness and savings associated with salt brine.